



### Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Custody

<b>TITLE:</b> Armory Access Log		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> Monthly institutional armory access log showing entrance/exit of persons entering the armory.		<b>RETENTION:</b> Years: 5 Months: Days:
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22911	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Armory Inventory		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> Monthly institutional armory inventory that shows what armor, munitions, weapons, radios, restraints, pepper spray, etc. are on hand or need to be purchased.		<b>RETENTION:</b> Years: 5 Months: Days:
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22912	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Armory Log		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> Monthly institutional armory log recording issuance/return of munitions/weapons.		<b>RETENTION:</b> Years: 5 Months: Days:
<b>NOTES:</b> Form #MO931-2924		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22913	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Control Center Count Sheet		<b>CUTOFF:</b> WSO
<b>DESCRIPTION:</b> Form used to record number of offenders present in all areas of the institution at any time count is called. Each area of housing unit will count all offenders present and call that number to Control Center. When all numbers are added together for this area, the count will be total number of offenders assigned to the institution.		<b>RETENTION:</b> Years: 5 Months: Days:
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22914	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008



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**TITLE:** Control Center Sign In

**CUTOFF:** EOCY

**DESCRIPTION:** Log for sign in for non-employees entering the control center.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 22915

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Count Sheet

**CUTOFF:** WSO

**DESCRIPTION:** Form used to record number of offenders present in specific area of institution. Used to account for all offenders at any time count is called.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 22916

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Custody Job Postings and Awards

**CUTOFF:** EOCY

**DESCRIPTION:** Documentation showing job postings for vacant corrections officer posts and the subsequent awarding of the posted job to a specific officer.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 22917

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Custody Office Records

**CUTOFF:** EOCY

**DESCRIPTION:** Files containing information relative to custody operations, including but not limited to DelNorte Report, Hospital logs, housing unit reports, incident reports, mobile patrol logs, shift supervisor logs, special security orders, tower reports, etc.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 22918

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



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**TITLE:** Custody Staff Rosters**CUTOFF:** EOCY**DESCRIPTION:** The staff rosters include the shifts, custody posts, persons filling the posts and regular days off.**RETENTION:** Years: 5 Months: Days:**NOTES:****DISPOSITION ACTION:** Destroy**SERIES #:** 22919**SERIES STATUS:** Approved**APPROVAL DATE:**12/17/2008

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**TITLE:** Daily Sign In/Out Sheets**CUTOFF:** EOCY**DESCRIPTION:** The daily sign in/out sheets are for staff members entering/exiting the institution. The sheets contain the employee's ID number, name, position and time entering/exiting the institution.**RETENTION:** Years: 3 Months: Days:**NOTES:****DISPOSITION ACTION:** Destroy**SERIES #:** 22920**SERIES STATUS:** Approved**APPROVAL DATE:**12/17/2008

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**TITLE:** Drug Test Sample List/Offender**CUTOFF:** EOCY**DESCRIPTION:** Monthly random drug test sample list of offenders provided by Planning and Research Unit.**RETENTION:** Years: 5 Months: Days:**NOTES:****DISPOSITION ACTION:** Destroy**SERIES #:** 22921**SERIES STATUS:** Approved**APPROVAL DATE:**12/17/2008

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**TITLE:** Entry Restriction Notifications - Do Not Admit**CUTOFF:** EOCY**DESCRIPTION:** Notifications sent to Control Center denoting those individuals not allowed to enter the secured perimeter of the institution.**RETENTION:** Years: 3 Months: Days:**NOTES:****DISPOSITION ACTION:** Destroy**SERIES #:** 22922**SERIES STATUS:** Approved**APPROVAL DATE:**12/17/2008

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<b>TITLE:</b> Entry/Exit Log		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> All persons not assigned to a specified facility sign in/out of institution on entry/exit log.		<b>RETENTION:</b> Years: 3 Months: Days:
<b>NOTES:</b> Form #MO931-2112		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22923	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Outcount Order		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> Form completed for any offender departure from institutional grounds under the supervision of staff or a law enforcement agency or for work/education release programs.		<b>RETENTION:</b> Years: 5 Months: Days:
<b>NOTES:</b> Form #MO931-1182		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22924	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Post Orders Acknowledgement Form		<b>CUTOFF:</b> End of Month
<b>DESCRIPTION:</b> Form used to verify that officers have read post orders for the post they are assigned.		<b>RETENTION:</b> Years: 3 Months: Days:
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22925	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Security Dog Files		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> Guidelines for acquisition, training, care and use of narcotic detection dogs and tracking dogs.		<b>RETENTION:</b> Years: 5 Months: Days:
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22926	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008